

11.000 FORMS APPROVED FOR DEPARTMENT USE

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
1-S	Requisition for Materials, Supplies and Services	17.100
OTEA-1	Office and Technical Equipment Request Form	17.100 17.110
AE-2	Alarm Unit Letter - Notification of 3 false alarms	17.100
CinCom 1	Radio Dispatch Card	17.100
CinCom 2	Auto Theft Card (buff)	17.100
CinCom 2	Stolen License Plate Card (green)	17.100
CinCom 2	Unauthorized Use of Motor Vehicle (pink)	17.100
CinCom 2	Lost License Plate Card (blue)	17.100
CinCom 3	Additional Information Card (orange)	17.100
CinCom 4	Wrecker Dispatch Card (buff)	17.100
CS-8	Certificate of Military Training Pay	
IS-1	Intelligence Section Daily Activity Report	17.100
IS-2	Intelligence Report	17.100
IS-3	Inquiry Form	17.100
IS-4	Intelligence Data Card (yellow)	17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
OH-1	Ohio Traffic Crash Report	12.035 12.145 12.225 12.265 12.900 13.105 17.100 18.120
OH-2	Ohio Traffic Crash - Diagram/Narrative	None
OH-3	Ohio Traffic Accident Witness Statement	12.230
OH-4	Ohio Traffic Crash Report (Addendum)	12.225
OH-5	Ohio Truck & Bus Crash Report Supplement	
F-2	AFFIDAVIT Hamilton County Municipal Court	None
S-3	COMPLAINT Hamilton County Municipal Court	None
F-3	WARRANT Hamilton County Municipal Court	None
2-S	Authorization for Payroll Deduction	None
RC-2	Schedule of Records Retention and Disposition	None
RC-3	Schedule of Record Retention and Destruction	17.100
3S	Changes to Hours Balance	16.105 17.100
6-S	Lost Time Notice	None
8	Requisition, Certification and Appointment	17.100
8C	Change Order	None
9	Request for Certification of Contract or Agreement	17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
10	Cincinnati Police Department Supply Requisition	12.245 17.100 17.110
10S	Cash Receipts Schedule	17.100
11	Personal Portable Radio Inventory	17.100
11-1	Commendations	18.110 19.145
11A	Cellular Phone/Pager Control Form	17.100
F12S	Storehouse Requisition	17.100
12FB	Fingerprint Card	12.905 17.100
12FW	Fingerprint Card	17.100
12MB	Fingerprint Card	17.100
12MW	Fingerprint Card	17.100
12P	Palm Print Card	12.905 17.100
13S	Telephone Message	None
CinCom 14	Description Card on Suspect Vehicle	17.100
14S	City of Cinti PERSONNEL ACTION FORM	17.100 19.145
15	Property Envelope	12.715 17.100
15CD	CD/DVD Property Envelope	12.715 17.100
15DIH	Notice of Impoundment and Hearing for a Vicious Dog	12.115

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
CinCom 16	Signal 66 Log Sheet	17.100
17CA	Failure to Appear for Scheduled Court	None
17CC	Citation Correction	None
17CS	Notice of Civil Suit Received by Department Member	None
17DC	Change in Detail Assignment	19.140
17DP	Missed Detail	19.140
17IT	Request for Department Information Technology	None
17MPR	Mobile Phone Reimbursement Report	None
17MS	Monthly Substation Inspection	12.190
17QPSR	Problem Solving Report	None
17S	Temporary Transfer Pay for Division I Employees	None
17S	Request for Paid Overtime	None
17S	Assignment Report Changes	None
17S	Interdepartment Correspondence Sheet	Multiple
17S-A	Interdepartment Correspondence Sheet	Multiple
17S-B	Interdepartment Correspondence Sheet	Multiple
17SS	Substation Request	12.190
PSA-17	Personal Sidearm Approval Request	12.025 17.100
18A	Weapons Discharge at an Animal	12.550
18AD	Accidental Discharge	12.550

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
18C	Use of Canine	12.140 12.141 12.545
18CD	Canine Field Deployment Report	None
18CI	Use of Chemical Irritant	12.545
18F	Minor Use of Force/Injury to Prisoner	12.545
18I	Injury to Prisoner	12.545
18NC	Noncompliant Suspect/Arrestee Report	12.545
18S	Petty Cash Reimbursement Voucher	16.100
18SW	Supplemental Witness List	None
18T	Use of Taser (diagram)	12.545
18TBFP	Use of Taser	12.545
19	Inter-Department Bill and Settlement Voucher	17.100
21S	Schedule of Accounts Receivable	17.100
21	Ohio Division of Wildlife Deer Killed by Motor Vehicle	12.225
24	Cancellation or Change Order	17.100
25S	Request for Leave of Absence	12.815 12.825 12.826 12.830 16.110 17.100 19.105 19.106 19.135
27-S	Local Mileage Report	None

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
28	Application for Purchase or Transfer of a Firearm	17.100
28-A	Application for Purchase/Transfer of a Firearm Control Ledger	17.100
28-B	Transfer of a Firearm card	17.100
28-C	Application for Registration of a Firearm - Owner's Information	17.100
31P	Change in Personal Information	17.100 19.145
32S	Notice of Disciplinary Action or Layoff	17.100
33	Resignation	17.100 19.150
33S	Requisition for Materials, Supplies and Services (Emergency)	None
34	Vehicle Pursuit Report	12.535
36	Charges Preferred Against Member	17.100
36S	City of Cincinnati Inter-Department Order	17.100
37S	Claim Voucher - Invoice	13.115 16.125 17.100
S 38L	Reproduction Order	17.100 17.110
44	Requisition for Sale of Obsolete Materials	17.100 17.110
55	Letter of Understanding	17.100 19.140
56	Police Escort Letter of Understanding	17.100 19.140

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
58A	Agency - Vendor Application	None
64	Property Tag	12.705 12.715 17.100
65	Suggestion Box Report	None
66	Traffic Warning Tag Sets	17.100
66S	Notice of Official Reprimand	17.100
68P	Overtime and Court Appearance Report	12.815 12.820 12.825 12.826 17.100 19.140
70S	Request for Permission to Travel	13.115 16.125 17.100
70T	Request for Outside Training	13.115
71S	Statement of Travel Expense	13.115 16.125 17.100
72	Term Purchase Release	17.100
74S	Injury with Pay Recommendation	17.100 19.105
75S	Fuel Inventory Report	17.100
77	Specialized Assignment Application	13.112
78	Civilian Assignment Availability	13.113
80S	Application and Approval Form for Tuition Reimbursement	13.115 17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
81S	Deposited in City Treasury	16.100 17.100
83S	Delinquent Account Referral	None
84-S	Record of Manual Fuel Disbursements	None
85S	Record of Manual Fuel Disbursements	None
90SP	Supervisors Review of Vehicle Crash	12.035 12.171 17.100
91SP	Supervisor Investigation of Employee Injury	12.141 12.142 13.120 15.112 17.100 19.105 19.145
93S	Notice of Lost Time	17.100 19.105
DIS-94	Forfeiture Application	12.735 17.100
96	City Physician Report	19.105
96-D	Random Drug Test Notification	
97	Medical Disclosure Form	
98-S	Personal Data Authorization Form	None
99	Information for Dismissed Personnel	None
100	Notification of Rights and Responsibilities Cincinnati Police Division Employees	
CW100	Warrant Control Card	None

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
CDOP 100	Emergency Lineup	12.165
CDOP 101	Emergency Lineup	12.170
PG 101	Consent Agreement (polygraph)	12.630
CDOP 103	CDOP Equipment Inventory	12.170 17.100
CDOP 103A	CDOP Facility Security and Maintenance Inspection	12.170
CDOP 105	Command Post	None
110	Polygraph Consent Agreement	None
111	Polygraph Assessment	None
112	Background Information Sheet	None
120-4	City Treasury Department Receipt	17.100
DT-126	TELECOMMUNICATIONS (repair form)	17.100
PR 134	Police Property Room (Firearms list)	17.100
137	Prisoner's Description	17.100
137F	Felon Registration Form	17.100
188	Personal Crimes Unit Investigative Report	12.910 17.100
189	Fingerprints and Photographs Report	12.905 17.100
190	Request for Elimination Prints	12.350
195	Picture Labels	None
202	Weekly Time Report	16.130 17.100
202A	Commanding Officer's Daily Time Report	12.710

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
202C	Non-Sworn Employees Weekly Time Report	None
211	Application for Media ID Card	17.100 18.115
243-A	Conviction Record Transcript	12.130
245	Daily Cash Receipts	17.100
264	Uniform Card	12.020 17.100
268	Junkyard Inspection Report	None
271	Tow Truck Inspection Guide	None
272	Affidavit	12.735
273	Notice of Seizure/Proof of Service	12.735
275	Court Order for Release of Property	17.100
276	Daily Traffic Accident Summary	17.100
277	Confidential Informant (CI) Registration and Reliability Report Initial Debriefing Only	12.131 17.100
277A	Controlling District/Section/Unit Debriefing Report	12.131
278	Cooperating Individual Agreement	12.131 17.100
279	Confidential Informant Receipt	12.131
279A	Confidential Informant Receipt Part I	12.131
279B	Confidential Informant Receipt Part II	12.131 17.100
280	Cooperating Individual Release of All Claims	12.131 17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
281	Concealed Transmitter and Recording Consent	12.131 17.100
300-B	Identification Bureau Index Card	17.100
300-W	Criminalistics Section Index Card	17.100
301	Incident Report	
301-AS	Arrest Supplement	
301-IS	Incident Supplement	
301-NS	Narrative Supplement	
301-PS	Property Supplement	
301-SS	Suspect Supplement	
301-VVS	Victim/Vehicle Supplement	
303	Motor Vehicle Incident Report	
304	Missing Report	
304A	Amber Alert Plan	12.912
305	Complaint Report	12.445 13.105 17.100
306	Preventive Patrol Report	
308	Receipt for Traffic Citation Tags	12.245 17.100
308E	Traffic Violations Envelope	None
309	Inactive Case Warrants	
310	Premise History Control	12.101 17.100
311	Incident Closure Report	

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
311A	Preliminary Investigation Report	12.300 12.315 12.400 12.405 12.412 12.430 17.100 18.120
311-ADD	Supplementary Offense Report Addendum	None
311B	Early Closure Offense Card	17.100
311C	Reported Hit Skip Auto Accident Card	17.100
311CW	Canvas/Witness Information Summary	None
311DV	Domestic Violence Investigation Report	18.120
311ON	Police Officer's Notes	None
311R	Investigative Response Postcard	
312	Criminal Arrest Form	17.100
313	Firearm Report	12.400 12.705 17.100
314	Notice to Appear	12.100 12.250 12.265 12.275 12.555 12.600 12.720 12.900 17.100 19.150
315	Alarm Response Report	12.135 12.136 17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
316	Minor Accident or Aided Case Report	12.106 12.110 12.115 12.141 12.145 12.400 12.415 12.555 12.910 13.105 17.100 18.120
316A	Deceased Person Report	12.145 12.400 12.615
317	General Conditions Report	
318	Report of Conditions Affecting Other Departments	12.035 12.205 12.225 12.250 12.401 12.435 13.105 17.100
322	Report of Articles Received by Pawnbroker or Dealer	17.100
323	Report of Purchase of Stained/Beveled Glass	None
323M	Report of Purchase of Precious Metals/Stones	17.100
326	Property Check Out Card	12.715 17.100
327	Property Held for Court Tag	12.235 12.705 12.715 12.720 17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
328	Pharmaceutical Diversion Unit Prescription Receipt Form	12.715
330	Property Receipt	12.130 12.235 12.240 12.265 12.270 12.320 12.350 12.420 12.705 12.710 12.715 12.720 17.100
332	Firearms Release Form	12.715
335A	Sworn Daily Shift Differential Report	16.120 17.100
335B	Annual Shift Differential Report	16.120 17.100
335C	Nonsworn Biweekly Shift Differential Report	16.120 17.100
337	UCR Report of Adult Arrests by Arresting Unit	17.100
338	UCR Report of Total Arrests by Arresting Unit	17.100
339	Police Property Record	None
341	Cincinnati Police Departmental Receipt	
368	Abandoned Vehicle Sticker	12.275

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
369	Towing Report	12.200 12.255 12.265 12.270 12.275 12.420 12.735 17.100
370	Towing Service Claim Voucher	17.100
370A	Towing Service Claim Voucher-Attachment	17.100
392	Personal Crime Squad Card	17.100
400	Employee Separation Time Report	19.150
405	Personal Crimes Unit Report of Missing Persons	None
413-35	Photo Negative Record	17.100
425	Motor Vehicle Repair Report	12.030 17.100
426	Mileage Report	12.030 17.100
427	Vehicle Inspection Report	12.030 17.100
427A	Maintenance Inspection Sheet	12.030
428	Mountain Bike Inspection Report	None
428A	Mountain Bike Inspection Summary	None
429	Take Home Vehicle Report	12.030 17.100
430	Lease Vehicle Exchange Form	None

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
434	Nonsworn Employee's Daily Time Report	12.825 16.130 17.100
435	Cincinnati Police Division Paid Overtime Report	12.825 12.826 17.100 19.140
436A	Daily Activity Record	12.101 13.105 17.100 18.105
436B	Monthly Composite - Officer's Daily Activity Record	13.105 17.100
436MP	Mounted Daily Activity Record	None
437A	K9 Daily Activity Record	
437B	Monthly Composite - Officer's Daily Activity Record	
437C	Canine Officer's Activity Record Yearly Composite	
438	Personnel Index Card	19.105
439A	Shift Selection Form	
439B	Shift Selection Form	
439C	Shift Selection Form	
440	Voluntary Shift Deviation	
441	Personal History Statement	17.100
441-A	Personal History Statement	17.100 19.145
442	Service in U.S. Armed Forces	17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
443	Voluntary Off-Day Deviation	
444	Administrative Remarks	13.100
445	Continuous Service Record	17.100 19.145
446	Miscellaneous	17.100 19.145
447	Motor Vehicle Examination Record	17.100 19.145
448	Sworn Performance Report	17.100
448S	Evaluation Supplement Log	13.107 15.130 17.100 19.105 19.145
449	Efficiency Ratings Percentile	17.100 19.145
450	Request for NCIC/LEADS Wanted Person Computer Entry	12.727 17.100
457	Evidence Examination Work Sheet	12.350 17.100
474	Renewal, Transfer or Issuance of Liquor Licenses	12.130 17.100
479	Station Key Book	17.100
481	Warrant Transfer	12.260 17.100
484	Analytical Report for Liquor Violations	12.720 17.100
495	Intoxication Report	12.235 17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
496	DUI Investigation Record Envelope	12.235 17.100
497	DUI Jacket Sign-Out Log	None
505D	Juvenile Curfew Daily Activity Report	
505HS	Juvenile Curfew Violator Head Sheet	
505L	Juvenile Curfew Log Sheet	
506	Personal Crimes Complaint Memorandum	12.430 12.900 17.100
515	Volunteer Cincinnati - Volunteer Application Form for Volunteers in City Government	
516	Office Request for Volunteers	
517	Volunteer Cincinnati - Volunteer Volunteer Agreement	
518	Volunteer Cincinnati - Confidentiality Statement	
521	Application for Employment - Adult School Crossing Guard	17.100
524	Monthly Vice Activity Report	None
526	Vice Activity Report	12.130 12.720 12.735 12.555 17.100
526A	Liquor Permit Premise Vice Activity	

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
527	Arrest and Investigation Report	12.110 12.130 12.235 12.240 12.270 12.320 12.405 12.505 12.545 12.555 12.600 12.605 12.720 12.727 12.735 12.810 12.900 12.905 17.100
527A	Case and Bond Information Sheet	12.125 12.412 12.545 12.555 12.805
527B	Trial Preparation Report	12.555 17.100
527E	Case Investigation Jacket	12.555
528	Accident Information Exchange Form	12.225
529	Liquor Arrests and Violations on Permit Premises	12.130 17.100
529LI	Liquor Permit Premise Inspection Report	12.130
533	Hit Skip Supplement Report	12.225 17.100
534	Field Interview Report	12.554 17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
541	Charge Memorandum - Accident Reports	None
555	Juvenile Pre-Sentence Probation Investigation	12.900
558	False Check Complaint	17.100
560	Community Problem Solving Worksheet	None
561	CPOP Action Summary	None
562	CPOP Resource Request	None
580	Personal Information Release Form	17.100
581	Request for Records Check	17.100
586	Mobilization Alert	12.165 17.100
586A	Recall Test Alert	12.165
599	Firearms and Ammunition Inventory	12.125 17.100
600	Notification/Waiver of Rights	12.235 12.630 17.100
601	Consent to Search Without a Warrant	17.100
602	Search Authorization (Strip/Body Cavity)	12.600 17.100
603	Consent to a Chemical Test Without a Warrant	12.230
604	Request for Release of Records	None
605	Notification of Release	12.404 17.100
606	Records Request	

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
607	Line-Up Waiver	None
607A	Witness Preparation Form	None
608	Peer Support Program Policy	
609	Police Communications Section Records Request	None
610	Search Warrant Risk Assessment Matrix	None
611	Biological Evidence Submission	None
612	Instructions for Civilian Observer Program	
613	Search Warrant Inventory	None
614	Log Sheet	17.100
620	Business-Night Number Card	17.100
624	Uniforms and Equipment (Check-Off Sheet)	17.100 19.150
628	Public Appearance Report	17.100 18.135
630	Cincinnati Police Division Equipment/ Supply/Service Order Form	12.020 12.546 17.100 17.110
635	Card Form to Obtain Accident Report	None
638	Warrant Notice Card	None
639	Moving Violations Log	17.100
641	Summary of Background Investigation	17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
643	Information Desk Report	14.105 17.100
644 644S	Daily Observation Report DOR Supplemental Report	13.100
646A	Field Training Officer Program FTO Sergeant's Weekly Report	13.100
646B	Shift Cmdr's Review and Narrative Comments	13.100
647	F.T.O. Final Evaluation Report	13.100 17.100
647A	F.T.O. Supervisor Monthly Report	13.100
648	Citizen Complaint or Information	15.100 15.105 17.100
648A	Citizen Complaint Resolution Process Acknowledgment of Participation in Resolution Meeting	
648B	Citizen Complaint Resolution Process Resolution Disposition	
652	Release of Medical Record Information	12.140 17.100
654	Citation Cancellation Request	12.215 12.250 12.251 17.100
655M	Minor Misdemeanor Fine Schedule	None
655P	CPI Fine Schedule	12.240

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
655R	Victim Assistance	12.410 12.412
655T	MUTT Payout Instructions	12.240
656	Crime Victim Crisis Phone Numbers	
657	Long Distance Telephone Report	14.110 14.120 17.100
657A	Monthly Long Distance Telephone Report	14.110 14.120 17.100
660	Warrant Holder Placed Slip	17.100
661	Hospital Prisoner's Visitor Registration	12.610 17.100
662	Prisoner Phone Log	12.610
663	On-Call Court Appearance	12.816 17.100
664	Court Appearance Control Form	12.815
668	Outside Employment Work Permit	17.100 19.140
668A	Acknowledgment by the Secondary Employer	19.140
668B	Detail Assignment Roster	17.100 19.140
668C	Overtime Availability Form	19.140
669	Inspection of Outside Employment Details	19.140
670	Inter-Departmental Warrant Control Form	None
674	Case Delay Request Card	12.815

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
675P	Address Information Request (Post Office)	12.260 12.520
678	Change in Court Appearance	12.810 12.815 17.100
680	Criminal Pursuit Fund Expense Report	12.620
682	Citation Arrest Summary	12.555 17.100
682A	Notice of Civil Offense Summary	None
683	Vehicle Crash Report Log	12.225
685	Report of Investigation	None
687	Auto Fatality Report	17.100
689	Abandoned Building Status Report	None
690	Visitors Log Sheet	12.021
MVR1	In-Car Camera/Video Tape Log	12.537
MVR2	In-Car Camera/Spare Tape Log	12.537
MVR3	MVR Tape Custody Log	12.537
BMV-2255	Administrative License Suspension	12.235
	ALI Discrepancy	None
	Application for Neighborhood Watch Signs	None
	Assignment Report Changes	None
	Auction Records	17.100
	Blockwatcher Cards Blotter	None 17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
	Budget Working Papers	17.100
	Bureau of Criminal Identification (BCI) Civilian Identification Ten Print Card	12.131
	Bureau of Motor Vehicles Envelope	None
	Burglary Prevention Check List	None
	Card Request Form	None
	Cars Cleared	None
	Cartridge Envelope	None
	CHRC Suspected Hate Crime Incident Referral	None
	Changes to Assignment Report	None
	Cincinnati CAD System Defect Report	None
	Cincinnati Parking Infraction (CPI)	12.215 12.245 12.250 12.251 12.270 12.520 12.900 17.100 19.150
	Cincinnati Police Line Up	None
	CINSITE Command Review	None
	Citizen Complaints Posters	None
	Citizen Complaints Cards	None
	Citizen Complaint Form Check List for Libraries	None
	City Letterhead Correspondence Civilian Observer Badge	17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
	Classified Expense Report	17.100
	Classified Revenue Report	17.100
	Code Sheet for NIBRS Forms	
	Communication Incident History Fiche	17.100
	Completion of 3 Month Training Session	
	Confiscated Property Notice	
	Contracts for Leased Vehicles	None
	Court Control Log Sheet	17.100
BMV-2270	Court Issued Immobilization Notices	12.270
	Criminal Information Jacket	17.100
	Daily Lineup	12.000
	Daily Observation Report	
	Daily Radio Inventory Sheets	17.100
	Daily Worksheet (TCRU)	None
	Damage Claims	None
	Destruction Records	17.100
	Detailed Entry Report	17.100
	Discretionary Car Report	17.100
	Dispatcher Training and Evaluation Program Daily Observation Report	None
	Domestic Violence Report, State of Ohio (BCI-18)	17.100
	Driver's License Verification	None
	EEO/AAP Employee Relations Complaint Form	None

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
	Encumbrance Report Program	17.100
	Evidence Submission Form	12.720
	Excessive Sound From a Motor Vehicle Ordinance Tracking Sheet	
	Expense Distribution Process/Report	17.100
	Financial Responsibility Proof	None
	Front Yard Stickers	
	Gang Hotline Complaint Form Personal Information	
	Grant Forms	17.100
	Gun Envelope	None
	Hamilton County Coroner's Evidence Submission Form	12.235
	Hamilton County Morgue/University	17.100
	Hospital Receipt	
	Hit Skip Auto Accident Letter	None
	In Case of Holdup	None
	Hold Up Information Sheet	None
	Intelligence Reports	17.100
	Investigative Unit Key Book	17.100
BMV-3608	Items Confiscated/Impounded by Law Enforcement for Return to BMV	None
	Leasing Agreement Documents	17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
	Liquor Jackets	12.130 17.100
	Master Log Book	12.715 17.100
	Media Teletype	17.100 18.120
	Mobile Command Center Telephone Record	12.171
RCIC-MOV	Modus Operandi Supplementary Report	12.380
	Monthly Substation Inspection Check List	None
	Motion for Continuance	17.100
BMV-3303	State of Ohio Motor Vehicle Crash Report	12.035
	Notice of Vehicle Impoundment	12.270
	Notice to Lienholder or Owner of Impounded Vehicle	None
	Officer's Ledger of Violation (CTT, MUTT and NTA)	12.215 12.240 12.555 17.100
	Ohio (Multi-Count) Uniform Traffic Ticket (MUTT)	12.215 12.220 12.230 12.235 12.240 12.245 12.250 12.270 12.900 17.100 19.105
	Payroll Attendance Record	17.100
	Payroll Processing/Gross Pay Register	17.100

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
	Affidavit for Installation of a Pen Register Device & Trap and Trace	
	Application for Installation of a Pen Device & Trap and Trace	
	Entry for Installation of a Pen Register Device & Trap and Trace	
	Personnel Bulletins	17.100
	Personnel Distribution List	17.100
	Personnel Information Sheet	
	Planning Section Commander Request Form	None
	Police Clergy Roster and SOP	17.100 18.106
	Police Communications Section Headset Service Record	None
CinCom RR-1	Police Communications Section Records Request	
CinCom RL-1	Police Communications Section Form	
	Police Communications Section Report	None
	Police Notification	12.130
	Police Vehicle Damage Record	12.035
	Private Police Application	
	Large and Small Property Bags	

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
	Pursuit of Criminal Funds	12.620 17.100
	Radio Log Sheet	17.100
	Recommendation for Salary Step-up	17.100
	Registered Mail Receipt	17.100
BMV-2308	Request for Driver License Examination or Recertification	None
	Report of Favorable Police Conduct Cards	None
	Request for Paid Overtime	None
	Robbery Key Book	None
	Robbery Task Force Cars Cleared Report	None
	Salary Step-up	17.100
	School Crossing Guard Information	None
	Send Police Sticker	None
	Seniority List	17.100
	Separations	17.100 19.150
	Service Feedback Cards	None
	Situational Occurrences Notification List Police Shootings	
HP 3A	State Highway Patrol Aircraft Accident Record	12.145
HP 70	State Highway Patrol Investigative Field Sketch	12.145
	State of Ohio Intoxilyzer Log Book	12.235
HEA 2652	State of Ohio Intoxilyzer Test Report	12.235

<u>Form Title</u>	<u>Form Title</u>	<u>Procedure References</u>
	State of Ohio Test Card Record	12.235
	Subpoena Book	12.810 17.100
	Vice Statistics Report for the Month of	None
	Visitor Pass	12.021
	Teletype	14.115 17.100
	Timebook	17.100
	Traffic Warning Record	None
	Unit Property Book	12.710 17.100
	Vehicle Jackets	12.030 17.100
	Vice Statistics Report for the Month of	None
	Visitor Pass	12.021
	Warrant Book	17.100
	Warrant Recalls	17.100
	Warrant Unit Hold Card	12.260 12.900 17.100
	Request for Family/Medical Leave	